UVM GUIDE FOR ONLINE PAYMENTS

1) To make an online payment to *Universidad Viña del Mar (UVM)* using a credit card, click on the following link:

   https://www.webpay.cl/portalpagodirecto/pages/institucion.jsf?idEstablecimiento=81892105

2) It is important to note that the system will only accept payments in Chilean national currency (CLP). If payments are made outside of Chile, each country's financial institution will be responsible for converting the total amount to your local currency.

3) Once you click on the link, the following page will be displayed:

4) The following page will be displayed:

i. **Observaciones (Reason for payment)** – indicate the invoice number found on the invoice sent by UVM and program name.

ii. **RUT (Chilean Identification Number)** – if you have a Chilean Identification Number fill it in here, otherwise, use the following number: **99.999.999-9.**

iii. **Nombre (Name)** – it's important to fill in the full name of the student taking the course or program at UVM and **NOT** the person responsible for making the payment. In some cases, it may be the same person taking the course and making the payment.

iv. **Correo (Email)** – fill in the email address you wish to receive the proof of payment. Remember to forward your receipt to: international@uvm.cl

v. **Monto (Amount)** – this amount can be found in the invoice sent by UVM. Remember, the cost of the course or program must be indicated in **CHILEAN PESOS (CLP)**.

When all of the fields have been completed, click "**Pagar**" (pay).

5) Once you accept payment, the following page will be displayed:

Estás pagando en:

webpay.cl

Monto a pagar:

$1.300

Double check the amount is correct and in Chilean pesos

Selecciona tu medio de pago:

Click here "Crédito or débito" to pay

Tarjetas
Crédito, Débito, Prepago

onepay.
transbank.
y otras billeteras digitales

Anular compra y volver

Transacción respaldada por Transbank. Revisa las **condiciones del servicio.**

6) Click on "**Tarjetas**" (Crédito, Débito, Prepago)

Estás pagando en:
webpay.cl

Monto a pagar:
$1.300

Selecciona tu medio de pago:

Tarjetas
Crédito, Débito, Prepago

onepay.
transbank
y otras billeteras digitales

Anular compra y volver

Ingresa los datos de tu tarjeta:

XXXX XXXX XXXX XXXX
XX/XX

Credit card number

Número de tarjeta
XXXX XXXX XXXX XXXX

Continuar

VISA   mastercard   AMEX   Diners Club   AVA MAGNA   Red compra

7) the following page will be displayed:

Estás pagando en:
webpay.cl

Monto a pagar:
$1.000

Selecciona tu medio de pago:

Tarjetas
Crédito, Débito, Prepago
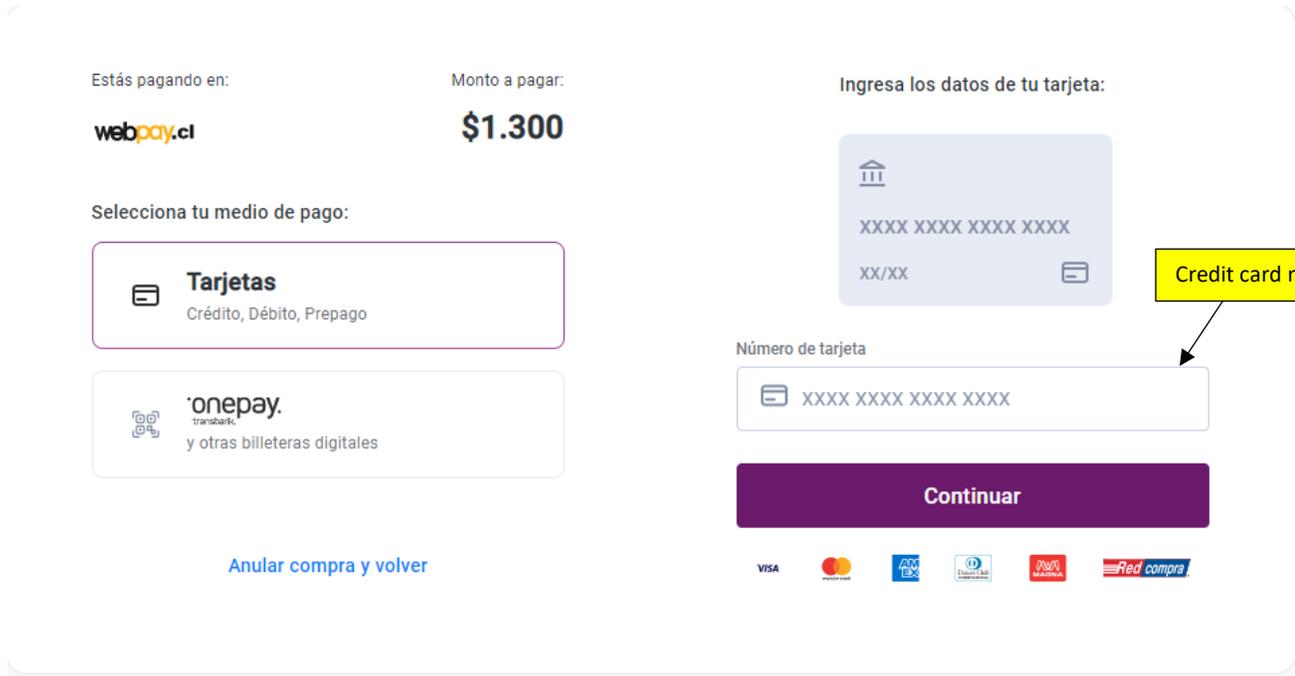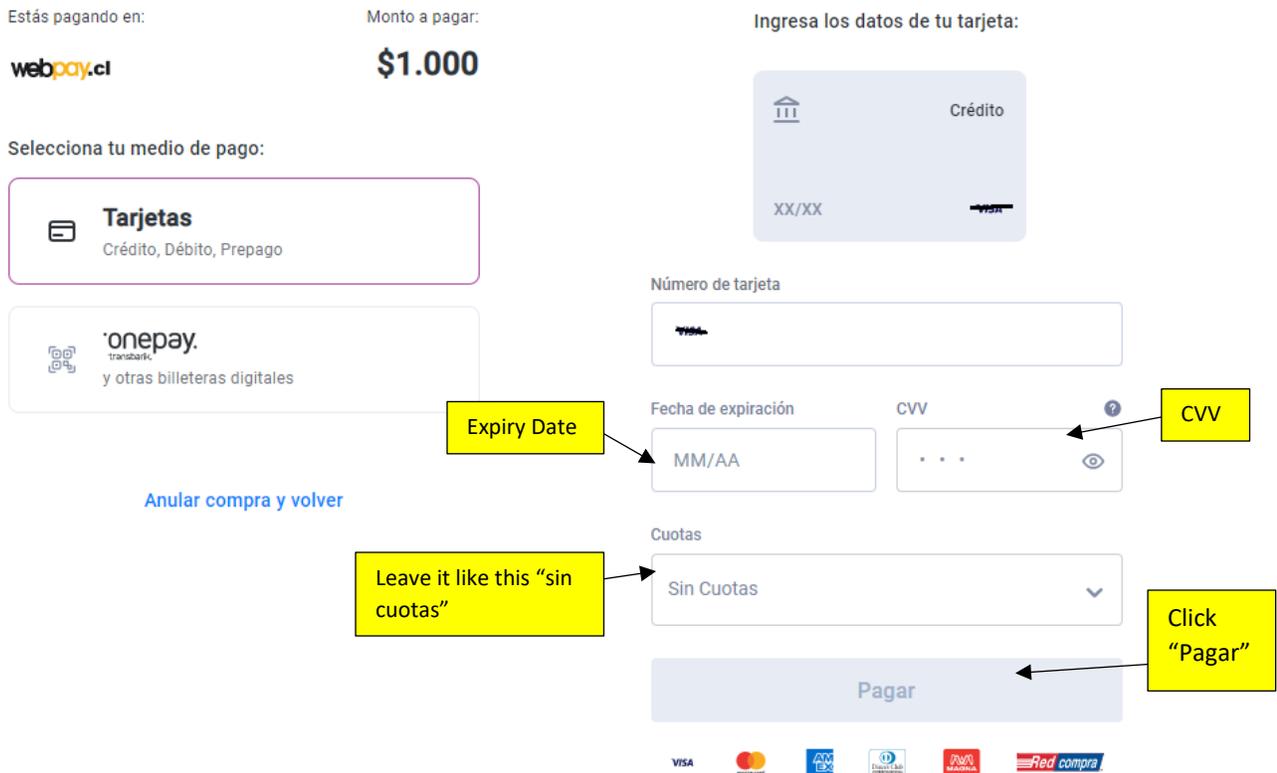
onepay.
transbank
y otras billeteras digitales

Anular compra y volver

Ingresa los datos de tu tarjeta:

Crédito
XX/XX

Número de tarjeta
VISA

Expiry Date

Fecha de expiración
MM/AA

CVV
. . .

CVV

Cuotas

Leave it like this "sin cuotas"

Sin Cuotas

Click "Pagar"

Pagar

VISA   mastercard   AMEX   Diners Club   AVA MAGNA   Red compra

Details of the fields:

i. **Número de tarjeta (Credit card number)** – enter your credit card number
ii. **Fecha de expiración (Expiry date)** – enter the expiry date
iii. **CVV (Card Verification Value)** – enter the CVV number
iv. <u>**Cuotas (Installments) should remain the same "Sin Cuotas"**</u>

When you have entered your credit card information, click on **"Pagar"** (to pay).

8) Once payment has been approved, you will receive a message stating your transaction has been successful and your proof of payment will be sent to the email indicated previously. There will be a button to download the confirmation payment, please download it.

9) You will receive an e-mail, please resend that e-mail to the program coordinator and Carlos Rodriguez: carlos.rodriguez@uvm.cl along with the PDF document.